

*OHM*

# ROUTING AND RECORD SHEET

DD/...  
84-3640

SUBJECT: (Optional)

Configuration Management

FROM: Harry E. Fitzwater  
Deputy Director for Administration  
7D18 Hqs.

EXTENSION

NO.

OL-10283-84

DATE

18 DEC 1984

TO: (Officer designation, room number, and building)

DATE

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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ER  
7E12 Hqs.

STAT

2.

3. EXDIR  
7E12 Hqs.

4.

5. DDCI  
7E12 Hqs.

6.

7. DDA  
7D18 Hqs.

8.

9. OL/HOME/O&MB  
1J-45 Hqs.

10.

11.

12.

13.

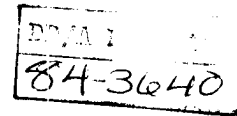
14.

15.

*John,  
you were asking  
about Configuration  
Control - attached is  
our proposed plan.  
As you are aware  
this is sorely needed.*

STAT

18 DEC 1984



MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Configuration Management

1. The forthcoming consolidation of the Agency's Washington metropolitan area personnel and technical assets at Langley has highlighted the need for a controlled means to manage the facility housing those assets. The problem has been studied and a plan has been developed to place the facility, its electrical and mechanical systems, data and communications grids and centers, as well as space allocation under a form of formal configuration management. The Executive Committee will be briefed on the details of this program in the near future.

2. As proposed, configuration management will function in a manner similar to that adopted by the Directorate of Science and Technology and used elsewhere in the government and in the private sector. Critical systems will be identified and placed under control. Changes affecting those systems will be subject to a review and approval process. A configuration management secretariat established within the Office of Logistics will be responsible for administration, and one of two boards will approve changes prior to implementation.

3. Attached is a draft regulation implementing this program. The regulation describes the boards, their membership, and responsibilities. The regulation also lists the systems to be placed under configuration management.

4. Additional resource requirements will be modest and essentially involve realignment and centralizing existing efforts. Some contract support may be needed during the initial implementation period.

5. Unless otherwise directed, we are prepared to initiate this program shortly after the first of the year.

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**SUBJECT: Configuration Management**

Implementation will be in phases as systems are brought under control. Full implementation is anticipated by December 1985.

STAT

  
Harry E. Fitzwater

Attachment

cc: D/OC  
D/OCP

OL/HOME/O&MB  (10Dec84)

STAT

Retyped: O-DL/mgk (12Dec84)

Second page retyped: O/DDA; kmg (18Dec84)  
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